

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5000

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

This Letter of Instruction replaces the previous LOI dated 5 Jan 00. This entire LOI should be reviewed in detail for updating members of the command.

1. REFERENCE:

- a. Joint Federal Travel Regulation
- b. Chapter 3, DOD 7000.14-R, Financial Management Regulation, dtd Dec 96 w/changes through April 2000
- c. Travel and Transportation Reform Act (TTRA) of 1998

2. PURPOSE: Establish policies and procedures for implementation of the Official Travel Operating Instructions at the unit level.

3. SCOPE: This LOI is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and its subordinate units.

4. RESPONSIBILITIES: Commanders and supervisors will implement the Official Travel Operating Instructions contained in this LOI immediately.

5. REPORTS: Units will FAX a list of Travel Voucher Log from the Microsoft Access Travel Program to the 79th Ordnance Battalion (EOD) Travel Clerk NLT the 3rd working day of each month. (encl 2)

6. PROCEDURES: Commanders will accomplish the following as part of their Official Travel Operating Instructions responsibilities:

- a. Units will submit a Request For Travel Orders (RFO) for each individual requiring authorization to travel. RFOs will be submitted to the 79th Ordnance Battalion (EOD), Attn: Travel Clerk. RFOs for TDY travel will be faxed as soon as the required data is available, but no later than one week before travel.

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

Estimate all travel costs to the nearest dollar. Prior to faxing the RFOs to battalion, the following costs will be identified if required by the mission: airline tickets, rental car, lodging (**a statement of non-availability number will be provided if on-post lodging is not available**), and per diem. All other costs will be estimated. Use the RFO format in Encl 1, which is part of the new Travel Software Program. No other formats are authorized in order to standardize the format throughout the battalion.

(1) 21T1 is Air Travel costs. (Government issued)

(2) 21T2 is Per Diem, rental car and other costs.

b. Report all cancellations of scheduled travel as soon as possible. Turn back unused airline tickets to the servicing government travel agency and obtain a copy of the itinerary stating the ticket was refunded.

c. Personnel traveling in the vicinity of or to a military installation will utilize installation billeting facilities to the fullest extent possible without adversely impacting the assigned mission. Commander or Executive Officer, 79th Ordnance Battalion (EOD) is the approval authority for off post billeting. Statements of Non-Availability for Quarters/Rations are required if on post billeting is not available. Lodging cost and taxes for CONUS travel will be claimed separately when filing your travel voucher.

d. Soldier responding to EOD incidents and not remaining overnight will not be entitled to TDY Per Diem pay. Individuals required to remain overnight at the incident location will submit an RFO and complete a travel voucher upon their return. Soldiers will share rooms, unless they are of the opposite sex.

e. The reviewing official, SFC or above, will review all travel vouchers for accuracy and compliance with travel regulations prior to submission of the voucher to Defense Finance Accounting Service (DFAS). Receipts for all expenses claimed will be presented to the reviewing official. If travelers fail to obtain receipts or lose them, they will sign a memo stating the expenses incurred. A legible copy of all receipts will be attached to the file copy of the voucher and filed IAW paragraph 6f.

f. Vouchers will be filed NLT five days after return from travel. The original voucher, all required original receipts and the airline itinerary will be mailed to your servicing DFAS. Once

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

the settlement voucher is received, a reviewing official will check the settlement to ensure the travelers were not under or over paid and will sign and date the settlement voucher. A copy of the original voucher, reviewed settlement voucher and all receipts will be given to the travel clerk and kept on file for the current year and the last 2 fiscal years. Notify the battalion travel clerk immediately if the total amount paid is \$30.00 more than the amount allocated on the orders, (i.e., 21T2 - allocated \$150.00 and received \$180.00). This allows us to free up the funds for other travel requirements.

g. Only the Commander or Executive Officer, 79th Ordnance Battalion (EOD), authorizes use of rental cars. When two to four individuals are TDY on the same trip, only one (1) rental car will be authorized unless the mission requires two or more vehicles (i.e., USSS VIP support mission). The lowest cost/size rental vehicle that meets the mission requirements will be authorized for rental. The prepaid fuel option will not be used nor will the car be turned in less than full if refuel charges will be assessed by the rental car agency.

h. Semi-annually compile and forward a list of signature samples to your OPLOC. Include the name and phone number of the company commander and the unit voice and FAX numbers. The memorandum must reach your designated DFAS before 1 Oct and 1 Apr.

7. Fraud, Waste, and Abuse.

a. There have been instances of fraud, waste and abuse of government funds. Travelers should spend funds as if it were their own money. Just because the Joint Federal Travel Regulation may authorize an expense does not mean it is not waste or abuse of government funds if used improperly. Examples of waste and abuse of funds are skycap fees and electing the fuel option for rental cars.

b. Commanders are directly responsible for their travel program and will have procedures in place to prevent fraud, waste, and abuse of government funds. Oversights or ignorance is not an excuse. All reviewers and travelers are legally accountable for all vouchers submitted and payments received.

c. Skycaps will not be used except in unique circumstances. If a soldier is authorized excess baggage and needs assistance from the skycap to load or carry his bags to the check-in station, then it is reasonable to use the skycap.

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

d. Vouchered phone calls will be limited to official calls only. Calls charged to hotel rooms will be kept to a minimum. Unit phone cards should be used to the maximum extent possible to reduce long distance charges.

8. Bank of America Government Travel cards.

a. Retained travel advances are not authorized, however reasonable cash advances are authorized to cover minor cash expenditures. The credit card will be used for lodging and transportation costs, and should be used as much as possible for other expenses to help reduce bank and ATM fees.

b. All personnel will obtain a government Bank of America Card for use on official TDY travel. All new cardholders will read this LOI and Chapter 3, DOD 7000.14-R, Financial Management Regulation, dtd Dec 96 w/changes through April 2000 prior to being submitted for a travel card. They will then sign a Statement of Understanding (encl 3) indicating that they have been briefed and understand their responsibilities as a cardholder. They will also fill out an "Individual Billed Card Account/Application Form" (See unit APC's files) Unit Agency Program Coordinators (APC) will then fill out form # S02D11198 (See unit APC's files) and fax all three forms to Bank of America. The fax # is (757) 624-6323.

c. Individual charge cards are issued to the designated person in their name. Charges to the card are authorized for official expenses directly related to performance of duty on the TDY mission. Personal expenses charged to the government card may result in cancellation of the account and formal disciplinary or UCMJ action. Personnel must pay their accounts for the full amount billed. If finance has not yet reimbursed the traveler, they should contact Bank of America to make alternate arrangements.

d. The Travel and Transportation Act (TTRA) of 1998 requires the use of the government charge card for all official government travel. TTRA makes it mandatory to use the government card to pay for lodging, rental cars, and transportation services such as airlines, trains, or other commercial transportation. The local government travel office will be used for transportation to the fullest extent possible. For a majority of the expenses we incur, only the cost of lodging and the rental car have to be paid for with the government credit card. See enclosure 4 for specific exemptions and requirements.

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

e. Unit commanders and 1SGs are responsible for managing the Bank of America Government Travel Card Program at the unit level. Commanders will obtain the Bank of America card from individuals separating from military service and forward the card and a completed cancellation notice to the 79th Ordnance Battalion S4 section. Individuals departing a unit to another assignment will have their accounts transferred to the gaining installation.

f. Delinquent Accounts. The APC will notify the soldiers if their account is delinquent. The soldier will have five days to rectify the account by either paying the account in full if possible or contacting the Bank of America and setting up a payment plan with them. The unit commander will determine if the card is to be cancelled or not and/or if there is a requirement for UCMJ actions on the soldier(s).

g. Transferring Accounts. The APC will transfer all new soldier's accounts under their Hierarchy within three days after their arrival to the unit. This is done by calling (757) 441-4022 and telling the person at Bank of America who you are and who you are willing to transfer to your Hierarchy. You will have to provide your Central Account Number and your Hierarchy number to Bank of America personnel. To transfer an account from your Hierarchy, go to the "EAGLS" (Government Travel Card web site at: www1.gov-eagles.bankofamerica.com). Click on Account Inquiry Maintenance. Then under the heading "search by", select (x) the block next to account number. Then enter the soldier's account number. On the next screen enter a deactivation date. The date you should enter is typically two weeks passed the soldier's reporting date at the next duty station.

h. Pulling Cardholder Transactions Report. The unit APC will run this report monthly on each cardholder in the unit. The commander and the 1SG will use the report to verify that the usage of the Government Travel card has been for "official government travel only." To obtain the report, log onto EAGLS as stated in "g" above. Click on Account Inquiry Maintenance. Under the heading "search by", x the block next to "Account number," then enter the soldier's account number in the space provided or x the block next to "Social Security Number" (if you don't have the account number) and enter the soldier's SSAN in the space provided. On the next screen that appears, go to the bottom of the screen and under "Statement Transactions" select "submit range", and enter the dates as shown for the time period you want

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

to see. Any misuse of the card will be handled per para c
above.

i. Pulling the Delinquency Report. The unit APC will run this report monthly by their Hierarchy level. To obtain this report, log onto EAGLS as stated in para "g" above. Click on Reporting Tool. Then click on Delinquency. Next, click on Hierarchy level. Next click on "Schedule the report." Wait until you see the word "Success" under the word "Status", then click on "Success." Select "Download the file" and next select open the file. Any delinquent account(s) will be handled as per para f above.

9. Microsoft Access Travel Program. Effective FY 01, all units will use the Access Travel Program to manage their unit travel and provide monthly reports as required in paragraph 5. A detailed User's guide will follow as a supplement to this LOI.

4 Encls

1. Request for Orders

2. Travel log

3. Statement of Understanding

4. TTRA of 1998

PATRICK J. KELLY

LTC, OD

Commanding

DISTRIBUTION: A

REQUEST FOR ORDERS

TO: Tvl Orders
79th Ord Bn (EOD)
Fort Sam Houston, TX

From: 752D ORD CO (EOD)
Pine Bluff, AR 71602

VOICE: DSN 421-8855 FAX: DSN 471-0511

VOICE: DSN 966-3489 FAX: DSN 966-3486

<u>UNIT</u>	<u>PURPOSE</u>	<u>DESTINATION</u>	<u>TRAVEL</u> <u>MODE</u>	<u>PER DIEM</u>	<u>TRAVEL</u>	<u>OTHER</u>	<u>OTHER</u>	<u>TOTALS</u>
RANK Name: LAST, FIRST MI SSN/SECURITY CLEARANCE	CATEGORY OF TRAVEL	DPT/RTN DATA	LODGING	MEALS/INC AIR/BUS	POV PARKING	RENTAL CAR FEES	TOLLS TRAVEL OTHER	PERDIEM

MEALS #DAYS x RATE = _____

LODGING #DAYS x RATE = _____

TVL DAYS #DAYS x .75 RATE = _____

STATEMENT OF NONAVAILABILTY NUMBER _____

PREPARED BY _____

DATE/TIME SENT _____

REMARKS:

Encl 1

79th Ord Bn (EOD) Battalion Vouchers by Month as of 02-Oct-00

ORDER #	UNIT	NAME	TDY LOC PURPOSE	VOUC-NUM DPT DATE RTN DATE	PERDIEM PER DIEM EST PER DIEM ACT
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TRANSPORTATION	RENTAL CAR	OTHER	SUPPLEMENTAL	
21T1 EST	T1T2 EST	21T2 EST	21T1 SUP	TOTAL EST
21T1 ACT	T1T2 ACT	21T2 ACT	21T2 SUP	TOTAL PAID

79th Ord Bn (EOD) Pending Vouchers by Month as of 02-Oct-00

ORDER #	UNIT	NAME	TDY LOC PURPOSE	VOUC-NUM DPT DATE RTN DATE	PERDIEM PER DIEM EST PER DIEM ACT
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TRANSPORTATION	RENTAL CAR	OTHER	SUPPLEMENTAL	
21T1 EST	T1T2 EST	21T2 EST	21T1 SUP	TOTAL EST
21T1 ACT	T1T2 ACT	21T2 ACT	21T2 SUP	TOTAL PAID

Encl 2

DEPARTMENT OF THE ARMY

STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CARD PROGRAM

I certify that I have read the attached DoD Government Travel Card policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department of Defense (DoD). The above limitation on card usage also applies to automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$500 (standard) or \$200 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals. I understand that the issuance of this charge card to me is an extension of the employee-employer relationship and that I am being specifically directed to:

- Abide by all rules and regulations with respect to the charge card. _____
 - Use the charge card only for official travel. _____
 - Pay all charges upon receipt of the monthly billing statement from the Travel Card Contractor. _____
 - Notify the APC of any problems with respect to my usage of the charge card. _____
 - Notify the Card Contractor and the APC if my charge card is lost or stolen. _____
- (Card applicants must initial all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of the Travel Card Contractor and/or APC to revoke or suspend my travel card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

Encl 3

(Applicant's Signature)

(Supervisor's Signature)

AFOD-B

SUBJECT: Letter of Instruction (LOI) 37-5, Official Travel
Operating Instructions

(Applicant's Printed Name)

(Supervisor's Printed Name)

(Applicant's Grade/Title)

(Supervisor's/Grade/Title)

NOTE: The Government Travel Card application cannot be processed without this form on file.

Department of the Army
Final Guidance on the Implementation of the
Travel and Transportation Reform Act (TTRA) of 1998

- **Use of the Travel Charge Card:**

- Section 2 (a) of TTRA requires all Federal employees to use the government travel charge card for all payments of expenses for official government travel.
- To implement this section of TTRA, commanders will ensure that all personnel use the government-sponsored, contractor-issued travel card for all expenses arising from official government travel unless otherwise exempted in the paragraph below. Commanders at all levels shall determine which employees within their organizations must have a travel card to comply with this requirement.

- **Exemptions:**

- Section 2 (b) of TTRA allows the Secretary of the Army to exempt any expenses, person, types or classes of Army personnel, type or class of expenses from the provisions of Section 2 (a). The following are blanket exemptions which require no additional documentation.
- Types or classes of personnel:
 - Employees who have an application pending for the travel charge card.
 - Individuals traveling on invitational travel orders.
 - New appointees to civil service.
 - Cadets of the United States Military Academy, members of the Reserve Officer Training Corps, and all military personnel undergoing initial entry (Basic Training) or initial skill training (Advanced Individual Training) prior to reporting to their first permanent duty station.
 - Military and civilian personnel who are denied travel charge cards or whose travel charge cards have been canceled or suspended for financial irresponsibility or for other specific reasons.

Encl 4

- Hospital patients.
- Prisoners.

- Military or civilian personnel during (a) a period of war; (b) a national emergency declared by the President or the Congress; or (c) mobilization, deployment, or contingency operations.
- Military or civilian personnel traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of a travel charge card.
- Military or civilian personnel whose use of the travel charge card, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.
- Military and civilian personnel in a Permanent Change of Station status.
- Direct and indirect hire foreign nationals.
- Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's commander that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel charge card to such individual.
- Individuals who travel infrequently upon a determination by their commander or other appropriate official that anticipated travel does not warrant issuance of a travel card to such individual. For example, an individual who is anticipated to travel less than once a year or for only a few days may not warrant issuance of a card.
- Types or classes of expenses:
 - Those incurred at a vendor that does not accept the government-sponsored, contractor-issued travel charge card.
 - All expenses covered by the "meals and incidentals" portion of the per diem allowance.
 - Laundry/dry cleaning.
 - Parking.
 - Local transportation system fares.
 - Taxi fares.

- Tips.
- All local and long distance telephone calls.
- The following type or classes of expenses are not exempt: Lodging, rental cars and transportation services. However, we will continue to purchase transportation services (e.g., airlines, trains or other commercial transportation) through our Commercial Travel Offices using centrally billed accounts, rather than using the individual travel charge card.
- When a type or class of personnel or expense is exempt, one or a combination of the following methods of payment may be authorized for travel expenses: (1) personal funds, including cash or a personal charge card; (2) travel advances; or (3) Government Travel Requests. City Pair contractors are not required to accept payments under (1) or (2). In addition, an individual exempt from required use of the travel charge card may still use the travel charge card on a voluntary basis for official travel expenses.
- **Collection of Amounts Owed:**
 - Section 2 (d) of TTRA states that DoD may, upon written request from the contractor, collect by deduction from the pay of any DoD employee any undisputed amounts owed to the contractor.
 - Section CB 16 of the GSA SmartPay master contract provides the contractor with a process to collect undisputed amounts owed by cardholders. Should you receive any such requests from the contractor, direct them to use the process outlined in Section CB 16 of the GSA SmartPay master contract to collect any debts owed by military or civilian cardholders.
- **Reimbursement of Travel Expenses:**
 - Section 2 (g) of TTRA requires DoD to reimburse employee travel expenses within 30 days after submission of a proper settlement voucher. If DoD fails to reimburse these expenses within 30 days, they shall pay the employee a late fee.
 - In order to obtain this fee, travelers must submit a Supplemental Voucher claim (DD Form 1351-2), through the same channels as the original claim, identifying the Late Payment Fee in the Reimbursable Expenses block on the DD 1351-2. Additionally, copies of the Advice of Payment, the original voucher and the original orders must be included with this claim. When the Defense Travel System (DTS) is deployed the supplemental voucher process will no longer be required. The DTS will automatically

determine if a Late Payment Fee is required, compute the Fee, and add it to the settlement voucher for inclusion in the original payment.

- The Late Payment Fee will be calculated in accordance with the following procedures:
 - The 30-day clock starts when the traveler submits a completed proper travel claim to his or her supervisor or Travel Approving Official (AO). The day the Supervisor or AO signs the claim is day one and that date will be noted in the supervisor's signature block on the newest revision to the DD Form 1351-2 or in block 22 of the current versions (signature and date are required regardless of the version). If the supervisor or AO determines the claim is incomplete or not proper, it will be returned to the traveler for correction. The clock does not start until a completed, proper, claim is submitted. Supervisors or AOs should maintain documentation to track receipt and submission of travel claims. For example, travel claim form could be annotated with the date of receipt by the approving official. Travel claims submitted electronically to the approving official could be considered to be received on the submission date indicated on the e-mail, or on the next business day if submitted after normal working hours.
 - If a travel claim contains any error that would prevent payment by the Defense Finance and Accounting Service (DFAS) within 30 days after it is submitted, the claimant shall be notified about the error within seven calendar days after submission of the claim. The notification shall include the reason(s) why the travel claim is not correct. The 30-day time clock does not stop if the travel claim is returned for an error that prevented payment.
 - The 30-day clock stops when the travel claim is paid, the date noted on the Advice of Payment received from the paying finance office, and that is the last day counted. Subtract 30 days from this number. Only late days are used in determining the Late Payment Fee.
 - The number of late days is then multiplied by the Daily Prompt Payment Act Interest Rate (DPPAIR), currently .0001875 (6.75%/360). That answer is then multiplied by the final payment amount. The final payment amount for computing the Late Payment Fee is what is due and payable on the final settlement. It does not include any partial or interim payments, or any amounts taken as government paid advances. Please note that Late Payment Fees of less than \$1.00 will NOT be paid.
 - The following are some examples of how later payment fees would be calculated:
 - #1. Traveler returns from TDY on May 3, 2000. Completed, proper voucher and submitted it to the supervisor on May 10, 2000. Advice of Payment date June 7, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. No Late Payment

Fee is earned. Only 29 days have past. Note that NO credit is given for the time between when the traveler returned and when the voucher was submitted.

#2. Traveler returns from TDY on May 5, 2000. Completed, proper voucher and submitted it to the supervisor on May 12, 2000. Advice of Payment date June 12, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. A Late Payment Fee may be payable because the settlement took 32 days. To compute the amount owed as a Late Payment Fee: 32 days - 30 days = 2 days late. $2 \times .0001875$ (interest rate) $\times \$1000.00 = \0.375 or 38 cents. While a Late Payment Fee of 38 cents is owed, no payment less than \$1.00 will be made. When a payment is to be made, the payment will be made in the same manner as the original voucher payment (EFT, if EFT or check, if check).

#3. Traveler returns from TDY on May 3, 2000. Completed, voucher to the supervisor May 10, 2000. Voucher returned to traveler for correction as incomplete/improper on May 16, 2000. Voucher resubmitted to supervisor May 17, 2000. Advice of Payment date June 14, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. A Late payment Fee is NOT due. While this payment took 36 total days from the original submission, it only took 29 days from the submission of a proper voucher. Thus, no Late Payment Fee is due.

- Claims handled as "doubtful claims" by finance offices will have the clock suspended until the claim is resolved. If the claim is determined to be proper, the clock starts on the day the claim was originally submitted to the Supervisor/AO and the clock stops when paid. If the claim is denied, no Late Payment Fee is earned. If part of the claim is denied and part is upheld, the part that is upheld is entitled to the Late Payment Fee.
- The Internal Revenue Service has determined that the Late Payment Fee is reportable interest income and these late payment fees are to be reported on the individual income tax returns. (DFAS) will issue 1099s for all late payment fees.
- DoD Component travel systems shall be modified as necessary to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlement.
- Pending development and deployment of necessary system changes to implement the requirement set forth above, each payment advice produced for a travel settlement shall advise the traveler of the potential entitlement to late payment fees, and refer the traveler to a DFAS web site. The DFAS shall include on its web site a "settlement time" calculator that estimates the late payment fees due travelers, if any. No such statement will be required on a payment advice once the applicable travel system has been modified.